



**Department of Human Services
Online Directives Information System**

**Index:
Revised:
Next Review:**

**POL1703
4/01/2021
4/01/2024**

SUBJECT: CLOSING INSPECTION FILES

POLICY:

It is the policy of the Residential Child Care Licensing (RCCL) Unit to document and maintain the results of all licensing inspections performed at all licensed Child Caring Institutions (CCI), Child Placing Agencies (CPA), Maternity Homes (MH), Children's Transitional Care Centers (CTCC) and Outdoor Child Caring Programs (OCCP). Inspections include initial visits, re-licensing studies, follow-ups, amendments, and complaint investigations. Upon the completion of an inspection and/or investigation at facilities subject to regulation by the Department of Human Services, RCCL Surveyor Specialists will:

1. Document non-compliance, citing the specific Rules of the Department of Human Services for which compliance was evaluated on the Statement of Deficiencies Form within RCCL TRAILS. Include the conditions of any waiver or variance in effect, conditions on any risk evaluation, and any restrictions on the license. For all complaint investigations, link the survey to the applicable complaint RCCL TRAILS.
2. State the date(s) by which the Plan of Correction must be received. The date(s) in which correction(s) must be made should also be stated. Compliance dates should be reasonable, based upon the risk to children in care. A Plan of Correction is due within 10 days from the date of receipt of the Statement of Deficiencies.
3. Finalize each inspection within 45 calendar days from the start date of the inspection.
4. Send notification of the results of each inspection to all licensees/potential licensees via U.S. certified regular mail and/or via email within 24 hours of closure.
5. Use the RCCL File Checklist and forward a copy of all applicable items to the designated RCCL staff member for review. Ensure that all necessary documentation, including the Plan of Correction, if applicable, is contained within the information before forwarding.
6. Maintain a hard copy of all inspections and applicable items in the permanent files according to the RCCL Records Retention policy.

A. Authority

[O.C.G.A. §§ 49-5-8](#)

[O.C.G.A. §§ 49-5-12](#)

B. References

OIG-RCCU-TCS-POL - Timeframes for Completing Surveys

C. Applicability

This policy applies to all RCCL Unit Staff.

D. Definitions

E. Responsibilities

1. The RCCL Director is responsible for monitoring requirements for updating this policy.
2. The RCCL Training and Policy Specialist will update this policy according to state requirements.

F. History

Replaces Closing Inspection Files POL1703, last reviewed on 4/01/2021.

G. Evaluation

The RCCL Unit Director, Program Director, Surveyor Manager and RCCL Surveyor Supervisors evaluates this policy when:

1. Conducting monthly data analysis of RCCL reports.
2. Conducting random monthly quality assurance audits of survey reports.